

North Canterbury Totara Club Programme

Role Description – Mini Bus Van Driver

Purpose of the Role:

You will develop relationships with the Totara Club members by offering your driving services. This driving offers clients a safe passage to and from their homes knowing the Driver that will be there for them each time.

Outcomes for a Mini Van Driver:

1. Knowing that you the Driver have made a difference in someone's life by providing transport to and from the Totara Club.
2. Building relationships through the interactions you have with the clients.
3. Companionship and friendship and being part of a supportive team of Drivers who work together.

The Volunteer will have the following skills & abilities:

1. An interest and empathy with older people.
2. An ability to relate to and have the patience to understand to older people and their individual needs.
3. An ability to commit to driving once a fortnight both in the morning and afternoon.
4. A clean Driver's licence and the skill of operating a hoist, secure a wheelchair and tie down the walking frames (after training)
5. A pleasant, respectful and warm manner.

Commitment and location:

1. The ability to commit to driving twice a month in the morning and afternoon.
Morning run – 8:30am – 10:00am

Afternoon run – 2:45pm – 4:00pm

Key Tasks will include:

In the Morning:

1. Collect the van keys and daily list from the Totara Club. Check the list for any clients that will not be attending or new clients that have been added to the list. Take the Client Information Folder with you.
2. Before you depart plan out the route, noting the need for those requiring the hoist and any other special requirements.
3. Go to the parking bay and use the Defect Sheet to note any damage to the vehicle.
4. Check that the cell phone is working and connected to the charger.
5. Check the level of diesel and if under half refuel at Rangiora Caltex.
6. Pick up each client as planned. Go to the client's front door and assist them to the van. (If there is no Van Assistant with you)Ensure each client is safely seated on board the van and their seat belt is fastened.
7. Deliver clients safely to the Totara Club and take clients down the hoist or steps.
8. Complete the Log Sheet.
9. Return the Client list, Client Information Folder and keys to the Totara Club.
10. Return the van to the parking bay.

In the Afternoon:

11. Seat the clients in the van respectfully of how they will be dropped off.
12. Deliver each client safely home following the procedures. Ensure the client is safely inside their front door.(If there is no Van Assistant with you)
13. Return the van to the parking bay.
14. Drop the van keys and Client Information Folder to the Totara club.
15. Dispose of the Client list.
16. Report any concerns or issues to the Co –ordinator of the Totara Club in regards to the clients.

Extra things you will receive:

1. A practical induction with The Driver Assessor prior to going out in the van. You will go out twice with a Driver on the particular run that you will be responsible for. Following this the Driver Assessor will accompany you on your first run.
2. Regular feedback and contact with The Regional Volunteer Co ordinator.
3. The Regional Volunteer Co-ordinator will provide a monthly roster and newsletter, as well as Enliven Induction programme and regular team meetings.
4. A Drivers Manual and New Volunteer pack and Induction training.
5. A mid winter get together and an end of year celebration. A gift from the Totara Club clients.
6. A certificate of service once a year.

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